



## 2009 Special Digitization Grant Opportunity Indiana Before Statehood Guidelines

Application Deadline: July 15, 2009

- Reimbursement grants to cultural heritage organizations
- Maximum amount of \$24,000 per grant
- Local cash match of 10% required
- Digitization of unique materials relating to Indiana before 1816

### Program Overview

The Indiana State Library will offer LSTA mini-grants to local cultural heritage institutions in Indiana for the purpose of digitizing historical records documenting life in Indiana prior to statehood. The primary goal is to develop additional content for Indiana Memory, a digital library for Indiana residents ([www.IndianaMemory.in.gov](http://www.IndianaMemory.in.gov)) and provide access to resources of interest in the celebration of Indiana's Bicentennial in 2016.

### Desired Outcomes

Projects awarded grant funding must evidence the ability to produce at least one of the following outcomes:

- Expanded access to unique cultural heritage artifacts of Indiana
- Increased knowledge about early Indiana History among Indiana residents, researchers and students
- Increased awareness of Indiana Memory among educators, researchers and students

### Eligible Applicants

All academic and public libraries are eligible to apply. In addition, cultural heritage institutions and special libraries may partner with any of the libraries listed above or the Indiana State Library. All libraries must meet federal and state regulation to be eligible. Public libraries must meet library standards and CIPA requirements to be eligible for grant funds.

### Guidelines

- Grant funds must be spent between the project start date and May 30, 2010.

- All digital files created as a result of this grant project, and the associated metadata records, must be submitted to Indiana Memory and made available online.
- Application must adhere to the Indiana Memory guidelines for collection development, imaging and metadata creation.
- Grant recipients must submit all reports and meet all expectations as outlined in the 2009 Grant Management Manual, available online at <http://www.in.gov/library/lsta.htm> to receive reimbursements.
- All projects must acknowledge the LSTA grant program as outlined in the 2009 Grant Management Manual.

#### Timeline for Indiana Before Statehood Grants

May 1, 2009	Application form and guidelines available
July 15, 2009	Applications due to Indiana State Library
August 2009	Applicants informed of applications status
September 2009	Projects begin (when contract is finalized)
November 26, 2009	Progress report due
February 26, 2010	Progress report due
May 30, 2010	Project Ends – last day grant funds can be spent
June 30, 2010	Last day reimbursement forms will be accepted
October 1, 2010	Narrative final report due

#### Budget & Funding

- Applicants may apply for up to \$24,000.
- Applicants must show that they will provide a cash match of at least 10% of the awarded amount.
- Applicants may use this support to outsource digitization and encoding to other institutions with appropriate digitization experience and infrastructure.
- Applicants must adhere to the federal guidelines for defining allowable and non-allowable expenses. See cost-principles on LSTA website: <http://www.in.gov/library/lsta.htm>.
- Applicant may not purchase digital collection management software.

#### To Apply

**Application Deadline: 4:00 p.m. ET, July 15, 2009**

Application must be received by this deadline; this is not a postmark date. Mail or hand-deliver one original and one copy of the completed application to:

Indiana Before Statehood Digitization Grants  
Library Development Office (Room 413)  
Indiana State Library  
140 N. Senate Ave.  
Indianapolis, IN 46204

All applications must be made using the application form. This form is available online at <http://www.in.gov/library/lsta.htm>. Please follow the application instructions also available on the website.

### Indiana State Library Support

Assistance available from the Indiana State Library includes:

- Planning the digitization project
- Completing the application form
- Training in digitization
- Equipment and software

The Indiana State Library provides access to its statewide CONTENTdm license for all digitization projects related to Indiana Memory. It also makes equipment and software available through loans to eligible organizations for digitization projects.

### Applications Review Process

All grant applications will be reviewed by a panel of Indiana historians and State Library staff. These grants will be judged on the uniqueness of the collection to be digitized.

Please contact Connie Rendfeld (317) 232-3694 or [crendfeld@library.in.gov](mailto:crendfeld@library.in.gov) or Jacob Speer at (317) 232-3715 or [jspeer@library.in.gov](mailto:jspeer@library.in.gov) with any questions.